



THE VALLEY AT WINTER PARK  
**WATER DISTRICT**

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS**

A special meeting of the Board of Directors of the Valley at Winter Park Water District on Wednesday June 26, 2024, at 6:00pm online via Zoom. The meeting was open to the public.

**Attendance:**

Directors:

Kerri J. Stroupe, President  
Kelli Kolar, Vice-President  
John Clagett, Member  
Dan Krupp, Member

Other attendees:

Mark Van Nostrand, Wright Water Engineers  
Sarah Shepherd, District Manager Circuit Rider of Colorado  
Sujata Trehan, District Manager, Circuit Rider of Colorado

Public Attendees:

Tim Thien  
Tom Sangster – Lot 4  
Barry Waryanka  
Matt Kirsch  
Christinne Johnson

**Call to  
Order/Agenda/  
Declaration:**

Director Stroupe called the meeting to order at 6:00 pm and declared a quorum. There were no new conflicts to be disclosed and the agenda was approved by acclamation.

Upon motion by Director Kolar, seconded by Director Stroupe, the Board voted 4-0 to approve the Agenda, as presented.

**Additional  
Citizen Items:**

Director Stroupe brought up the easement of the lot adjacent to the future treatment facility. Discussion followed.

Director Clagett brought up issues regarding the Districts ability to connect the second well to the project. Discussion followed. Director Stroupe clarified that as the testing was incomplete for the second well, and the additional costs of adding it, the second well was not connected to the project. Director Stroupe requested that Management follow up on the remaining tests for the second well. Mark Van

Nostrand gave the Board an update on the process to complete the testing on the second well, as well as the design and approval process. Further discussion followed.

**Administrative Matters:**

**1. Elect Officers**

Director Stroupe noted that the Board has a vacancy. Sarah Shepherd gave a brief overview of the roles of Board Secretary and Treasurer. Discussion followed.

Upon a motion by Director Kolar, seconded by Director Clagett, the Board voted 4-0 to appoint the following officers for the Board:

President – Kerri Stroupe

Vice President – Kelli Kolar

Treasurer – John Clagett

Secretary – Dan Krupp

Vacancy.

**2. Review and Approval of Minutes from the March, April, May 2024 Meetings**

Upon motion by Director Stroupe and seconded by Director Kolar, the Board voted 4-0 to approve the Minutes from March, April, and May 2024 minutes as presented, with one correction in the May 2024 minutes as directed and made.

**Financial Reports:**

**Claims Payables April and May 2024 for Ratification and June 2024 for Approval**

Upon motion by Director Kolar, seconded by Director Clagett, the Board voted 4-0 to ratify the April and May 2024 claims as presented. June 2024 Claims will be ratified at the next meeting.

**Operations:**

**Operator Update**

**1. Meter Replacement Project and Cost**

Sarah Shepherd gave the Board an update from the District's operator. The Board was made aware of the new meters being installed at new connections, and discussed replacing the old meters with the new style smart meters. Director Stroupe noted that the operator's service contract is still open and she will meet with the operator and management to discuss the contract and meter topics.

The Board reviewed the Water Treatment construction bdd estimate. Discussion followed.

Upon motion by Director Clagett and seconded by Director Stroupe, the Board voted 4-0 to direct Management to obtain additional engineering quotes for comparison purposes.

**Capital Improvement Project – Action Items:** **2024 Wellhouse and Piping project updates from action items at March meeting**

Mark Van Nostrand presented Scope of Work Amendments 3 and 4 from Wright Water Engineers. Discussion followed.

Upon motion by Director Clagett seconded by Director Stroupe, the Board voted 4-0 to approve Amendment 4, as presented. Amendment 3 will be considered at a future meeting.

**Legal:**

**Accessibility update memo**

Sarah Shepherd gave the Board an update on the District website accessibility modification project. Management will post the District’s Accessibility Policy on the website while guidance around accessibility document posting is further clarified.

**Additional Board Member Items:**

**2024 Goals (ongoing)**

1. Adoption of Overuse Fee Structure
2. Adopt Rules and Regulations
3. Strategic Planning

Sarah Shepherd shared a request by a customer to remove late fees that were a result of an administrative billing error.

Upon motion by Director Stroupe, and seconded by Director Kolar, the Board voted 4-0 to approve removing the late fees from the customer’s bill, which was incurred due to an administrative error.

The Board discussed the item brought up by Dan Krupp regarding a question as to water use for customers who own 2 lots; should they be allowed to the water allotment for both lots if one is undeveloped? Discussion followed.

Upon motion by Director Stroupe and seconded by Director Kolar, the Board voted 3-0 (with Dan Krupp abstaining) to approve water use allotment of each lot be used through one for customers who own 2 adjacent, provided that the water use is metered and accounted for and unless otherwise prohibited in the existing Rules and Regulations.

Management will reach out to the District's Operator for additional insight regarding this issue, and to review existing Rules and Regulations.

**Adjournment:**

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 7:37pm.

The next regular Board meeting is scheduled for Wednesday July 24, 2024, at 6:00 pm online via Zoom.



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Secretary for meeting